

Staff Services Analyst (General)

Permanent— Full-Time

Position Number 339-100-5157-900

Staff Services Analyst (General) Salary:

Range L: \$2,817 — \$3,529

Range M: \$3,050 — \$3,819

Range N: \$3,658 — \$4,579

DUTIES: Under the general supervision of the Fiscal and Business Services Manager, the incumbent is responsible for performing a wide variety of complex analytical duties which include maintaining and updating the California State Auditor's Office's business services-related policies and procedures; performing research, analyzing various data, and preparing reports. The incumbent is responsible for implementing the procurement, contracts, facilities, records management and property control functions for the office. Specific duties include, but are not limited to, the following:

Policies and Procedures (25%)

- Review and analyze existing policies, standards, and procedures related to business services office (BSO) functions including purchasing and procurement, facilities and property control, records management, and contract functions. Develop and recommend new or revised policies and procedures to management related to the BSO. Work closely with various levels of administrative staff to develop policy, procedures, and manuals; and maintain and update forms and policies on the office Intranet site.
- Develop and provide training to staff on BSO related policies and procedures.

Purchasing and Procurement (25%)

- Make all non-IT purchases for the office using cal-card, purchase orders, and contract delegation; solicit and evaluate bids, create purchase orders and draft purchasing justifications when necessary; monitor the status of purchase documents; maintain office supply inventories; manage publications and subscriptions; work with vendors and customers to resolve any disagreements or disputes for all purchasing activities; order standard forms from the Office of State Publishing; and make special purchases upon receipt of approved purchase orders or purchase requests.
- Analyze data to develop reports on purchasing trends, best practices, and best value for the State and make recommendations to ensure the most effective procurement practices.
- Maintain procurement files, including purchase order tracking systems, and ensure appropriate documentation of quote/bid processes for all purchases are prepared. Manage vendor database to ensure proper documentation of pertinent vendor information; coordinate insurance policies for office.
- Manage the contract editors including scheduling and tracking requests for editing services by category, generating reports for management, reconciling invoices for payment, and other duties as required.
- Manage the office ergonomics program including conducting basic ergonomic assessments of employee workstations and making recommendations for adjustments. Coordinate ergonomic workstation modifications when necessary. Maintain inventory of specialized ergonomic equipment.
- Make airline and car rental reservations per an approved travel itinerary. Order, receive, log in, and distribute airline tickets from the travel agency. Maintain the airline ticket log showing used and unused tickets to reconcile with the office's accountant for billing purposes. Act as liaison with travel and car rental agencies and with office staff requesting travel arrangements. Develop, maintain, and create reports linking all travel to specific job numbers.

Records Management (15%)

- Make analytical studies to determine records management needs; develop and maintain adequate and effective records management programs including design and revision of filing systems; analyze, develop and coordinate filing systems and procedures, and assist in the installation of new systems.
- Coordinate annual inventories of all office records; coordinate annual records destruction including confidential materials; maintain records on disposition schedules, inventories, and destruction.

Facilities and Property Control (15%)

- Act as liaison to building management; ensure office is in compliance with building safety programs.
- Coordinate requests for facilities and follow-up to ensure requests are addressed and completed. Keep management informed of problems in the building and of requests for repair service.
- Manage requests for parking, monthly transit pass sales, and other commuter programs.
- Analyze space issues and recommend options for space problem resolution to management. Carry out decisions made by management regarding space and facility issues. Coordinate interoffice moves or changes; manage space utilization; prepare office spaces for staff, and coordinate modifications to existing office spaces as needed.
- Perform physical inventory and reconcile property records with formal accounting records. Develop and manage a property inventory system of all completed purchases to ensure receipt of all stock; complete appropriate state tagging for property control in compliance with office policies; maintain inventory of various office items; develop and conduct ongoing non-IT equipment inventory processes; and generate reports for management of inventoried items.
- Arrange for the disposition of obsolete, damaged, or unneeded items in accordance with State and departmental policies.

Contracts (10%)

- Research, develop, and execute less complex contracts and agreements such as Interagency Agreements, Personnel Services Contracts, and Maintenance Agreements. Assist in developing Request for Offers (RFO), Requests for Proposals (RFP), Invitation for Bids (IFB) and assist with the bid and contract award process. Maintain the contract register and system for tracking maintenance agreements (copy machines, telephones, reproduction machines, etc.).
- Perform preliminary research using the State Contracting Manual to ensure all contracts and agreements conform to State contracting regulations, policies, and procedures.

Telecommunications Support (5%)

- Maintain the phone, voicemail, and office keycard system. Make critical program changes on specialized phone and office keycard system as required; activate and deactivate extensions and voicemail boxes as required; serve as liaison to the phone and keycard systems repair persons. Troubleshoot problems for phones and keycard users and maintain phone and keycard inventories.

Administrative Support (5%)

- Conduct new employee orientation by providing office and building tours, setting up desks, telephones, cardkeys, forms, and providing new employees with necessary supplies.
- Participate in special analysis and/or projects at the discretion of management such as conducting feasibility studies; presenting results of feasibility studies to management; identifying areas of needed improvement and making recommendations for improved processes.

DESIRABLE QUALIFICATIONS:

- Experience in at least one of the following: procurement practices, facilities management, or records management
- Strong analytical skills
- Strong written and verbal communication skills
- Ability to manage multiple priorities
- Ability to work in stressful situations
- Ability to exercise a high degree of initiative, independence, and flexibility
- Proficient in Microsoft Word, Excel, and Access

SPECIAL REQUIREMENT:

- This position may require occasional lifting of 10 to 25 pounds.

APPLICATION REQUIREMENTS:

In addition to your **STD. 678** application, please provide a **Statement of Qualifications (SOQ)** for the hiring manager's review. Responses must be no longer than two pages, single spaced, using a 12-point font size. **Your SOQ must address the following:**

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1. Please describe how your work experience and education qualify you for this position.
 2. Why are you interested in this position?
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HOW TO APPLY: Complete a standard state application (STD. 678) and SOQ. Send or hand-deliver the completed application to:

Location

California State Auditor, Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Kristina Gin
(916) 445-0255, ext. 500
kristinag@auditor.ca.gov

Final Filing Date: February 18, 2014

PLEASE READ BEFORE SUBMITTING AN APPLICATION:

SELECTION PROCESS: Current state employees with status in the Staff Services Analyst classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification may apply. All interested applicants must submit a STD. 678 (with an original signature) and must indicate the basis of their eligibility in the explanation box. **In addition, please indicate you are applying for the position in the Business Services Office on your application. Applications without an SOQ will not be considered. Emailed applications will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules.

All applications and SOQs will be subject to screening and only those applicants appearing the most qualified will be interviewed. Professional references may be requested of the applicants selected for interview. Upon appointment, all employees of the State Auditor's Office are subject to **fingerprinting and having a background check conducted**. All State Auditor's Office employees are excluded from collective bargaining.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, OR GENETIC INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.